



## U.S. FISH & WILDLIFE SERVICE SOUTHEAST REGION

[www.fws.gov/southeast/](http://www.fws.gov/southeast/)

### STUDENT SUMMER JOBS!



#### Accepting applications for the Student Temporary Employment Program.

*First Cutoff: March 20, 2009*

*Second Cutoff: April 3, 2009*

The U.S. Fish & Wildlife Service mission is the protection, conservation and enhancement of fish, wildlife, and their habitats. Our [Student Temporary Employment Program \(STEP\)](#) introduces talented students to the advantages and challenges of working for the Service. It provides opportunities for students to gain valuable work experience that supports the occupational fields of Wildlife Refuge Management, Fishery and Wildlife Biology, Forestry, Environmental Education and Natural Resources (*Outdoor Recreation*). Duties may include assisting with fish and wildlife population surveys, timber cruising, vegetation monitoring, bird banding, conducting environmental education programs, field technical and maintenance activities, and assisting with daily management and operations of national wildlife refuges and national fish hatcheries.

**Pay Rate:** Entry level at GS-1 to GS-3 (\$ 9.96/hour - \$ 12.22/hour). Entry level at WG-1 to WG-3 (\$ 10.09/hour - \$ 13.61/hour). Salary will vary depending on the location of the position, the duties to be performed and the qualifications of the student.

**Time Frames and Location:** Hiring for temporary summer positions. Position locations are at FWS stations in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico/Virgin Islands, South Carolina and Tennessee. **PLEASE INDICATE A MAXIMUM OF 2 CHOICES OF REFUGES OR HATCHERIES THAT YOU WISH TO BE CONSIDERED FOR (SEE JOB LOCATION FORM).**

**Eligibility Requirements:** Applicants must be U.S. citizens and at least age 16 years old. Applicants must be accepted for enrollment, or enrolled, as a degree-seeking student at an accredited technical or vocational school, or 2 or 4 year college or university and have a 2.0 GPA. If the student is enrolled, they must be taking at least a half-time course load as defined by the school.

**How to Apply:** (*Submit the following documents*)

- Resume describing past/present school and work experiences. Please submit one resume and a Job Location Supplemental Form for each refuge/hatchery and state you wish to be considered for.
- Declaration for Federal Employment (OF 306) [http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf)
- College students should submit a copy of his/her most recent official transcript, upcoming school schedule, and letter of good standing from the school.
- High School Graduates must submit a copy of the acceptance letter for the upcoming school year to attend an accredited technical or vocational school, or college or university.
- Veterans wishing to receive preference must indicate eligibility and include a DD-214.
- DI1935 Dept. of Interior Applicant Background Survey (Used for data collection and statistical purposes only) [http://www.doi.gov/diversity/doc/di\\_1935.pdf](http://www.doi.gov/diversity/doc/di_1935.pdf)

**Mail to:** U.S. Fish and Wildlife Service,  
ATTN: DCR  
1875 Century Blvd, Atlanta, GA 30345

**Email to:**  
or [fw4\\_dcr@fws.gov](mailto:fw4_dcr@fws.gov)

All required information must be received by mail or email no later than April 3, 2009. Late and incomplete applications will not be accepted.

Applications accepted by cutoff dates will be referred to Program selecting officials based on the job location interest(s) and qualifications as described in your application package. If you are in consideration for a position, a hiring official will make direct contact with you to discuss the position. Because of the high volume of applications received, only applicants considered for selection will be notified.

U.S. Fish and Wildlife Service is an Equal Opportunity Employer.

## JOB LOCATION SUPPLEMENTAL FORM

Please select up to two (2) national wildlife refuge (NWR) or national fish hatchery locations that you wish to be considered for. Check the state box if you wish to be considered for all locations within the state.

NAME \_\_\_\_\_

☐ **ALABAMA**

- ☐ Eufaula NWR, Eufaula, AL
- ☐ Wheeler Complex NWR, Decatur, AL

☐ **ARKANSAS**

- ☐ Big Lake NWR, Manila, AR
- ☐ Felsenthal NWR, Crossett, AR
- ☐ Holla Bend NWR, Dardanelle, AR
- ☐ Mammoth Springs NFH, Mammoth Springs, AR
- ☐ Norfolk NFH, Mountain Home, AR
- ☐ Overflow NWR, Parkdale, AR
- ☐ Pond Creek NWR, Lockesburg, AR
- ☐ White River NWR, St. Charles, AR

☐ **FLORIDA**

- ☐ Lower Suwannee NWR, Chiefland, FL
- ☐ Chasshowitzka NWR, Crystal River, FL
- ☐ Merritt Island Complex, Titusville, FL
- ☐ St. Marks NWR, St. Marks, FL
- ☐ Ding Darling NWR, Sanibel, FL
- ☐ Florida Panther NWR, Naples, FL
- ☐ Loxahatchee NWR, Boynton Beach, FL
- ☐ National Key Deer NWR, Big Pine Key, FL

☐ **GEORGIA**

- ☐ Chattahoochee Forest NFH, Suches, GA
- ☐ Okefenokee NWR, Folkston, GA
- ☐ Piedmont NWR, RoundOak, GA
- ☐ Savannah Coastal Complex, Savannah, GA
- ☐ Warm Springs NFH, Warm Springs, GA

☐ **KENTUCKY**

- ☐ Clarks River NWR, Benton, KY

☐ **LOUISIANA**

- ☐ Bayou Savage NWR, Lacombe, LA
- ☐ Bayou Teche NWR, Franklin, LA
- ☐ Big Branch Marsh NWR, Lacombe, LA
- ☐ Black Bayou NWR, Monroe, LA
- ☐ Bogue Chitto NWR, Lacombe, LA
- ☐ Cameron Prairie NWR, Bell City, LA
- ☐ Lacassine NWR, Lake Arthur, LA
- ☐ Lake Ophelia NWR, Marks, LA
- ☐ Natchitoches NFH, Natchitoches, LA
- ☐ Red River NWR, Bossier City, LA
- ☐ Sabine NWR, Hackberry, LA
- ☐ Tensas River NWR, Tallulah, LA

☐ **MISSISSIPPI**

- ☐ Mississippi Sandhill Crane/Gulf Coast Complex, Gautier, MS
- ☐ North Mississippi Complex, Grenada, MS
- ☐ Noxubee NWR, Brooksville, MS
- ☐ Private John Allen NFH, Tupelo, MS
- ☐ St. Catherine Creek NWR, Natchez, MS
- ☐ Theodore Roosevelt Complex, Hollandale, MS

☐ **NORTH CAROLINA**

- ☐ Alligator River NWR, Manteo, NC
- ☐ Edenton NFH, Edenton, NC
- ☐ Mackay Island NWR, Knotts Island, NC
- ☐ Mattamuskeet NWR, Swan Quarter, NC
- ☐ Pocosin Lakes NWR, Columbia, NC

☐ **PUERTO RICO**

- ☐ Cabo Rojo NWR, Boqueron, PR
- ☐ Culebra NWR, Culebra, PR
- ☐ Vieques NWR, Vieques, PR

☐ **SOUTH CAROLINA**

- ☐ ACE Basin NWR, Hollywood, SC
- ☐ Bears Bluff NFH, Wadmalaw, SC
- ☐ Cape Romain NWR, Awendaw, SC
- ☐ Carolina Sandhills NWR, McBee, SC
- ☐ Orangeburg NFH, Orangeburg, SC
- ☐ Santee NWR, Summerton, SC
- ☐ Wacamaw NWR, Georgetown, SC

☐ **TENNESSEE**

- ☐ Chickasaw NWR, Ripley, TN
- ☐ Cross Creeks NWR, Dover, TN
- ☐ Hatchie NWR, Stanton, TN
- ☐ Reelfoot NWR, Union City, TN
- ☐ Tennessee NWR, Paris, TN

U.S. DEPARTMENT OF THE INTERIOR  
**APPLICANT BACKGROUND SURVEY**

**GENERAL INSTRUCTIONS**

In boxes 1 to 3, please print using capital letters only. Read each item thoroughly before circling the appropriate codes in boxes 4 and 5. Enclose this form with your application package or mail it directly to the same address.

**1. Vacancy Announcement No.:**

STEP Notice

**2. Position Title:**

**3. Name (Last, First, MI):**

**YOUR PRIVACY IS PROTECTED**

This information is needed to determine if our recruitment efforts are reaching all segments of the country, as required by Federal law. This is vital information not available from any other source. We can only get it directly from you.

Your voluntary responses are treated in a *highly* confidential manner. They are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. This form will be destroyed after the position is filled.

The only information associated with your name in our computer system is whether you have returned the completed form, so that we may follow up if no response has been received. Your responses are stored as a tally for the *group of all applicants for this vacancy* in a manner that cannot be associated with any individual application. No information taken from this form is ever placed in a Personnel file or Personnel data base.

Thank you for helping us to provide better service.

**4. How did you learn about this position? (Circle up to three codes).**

01 – Private information service  
02 – Magazine  
03 – Newspaper  
04 – Radio  
05 – TV  
06 – Poster  
07 – Private Employment Office  
08 – State Employment Office (Unemployment Office)

09 – Agency Personnel Department (bulletin board or other announcement)  
10 – Agency or other Federal government recruitment at school or college  
11 – Federal, state, or local Job Information Center  
12 – Religious organization  
13 – School or college counselor or other official  
14 – Friend or relative working for this agency  
15 – Friend or relative not working for this agency  
16 – Internet or World Wide Web  
17 – Other (Specify) \_\_\_\_\_

**5. Identify yourself in each category: (Circle the appropriate codes.)**

**Ethnicity:**

D – Hispanic or Latino  
  
N – Not Hispanic or Latino

**Race (circle one or more)**

A – American Indian or Alaska Native  
B – Asian  
C – Black or African American  
G – Native Hawaiian or Other Pacific Islander  
E – White

**Sex:**

M – Male  
  
F – Female

**Do you have any physical and/or mental disabilities?**

**Y - Yes**

**N - No**

**If yes, do you have one or more of the following targeted\* disabilities? Circle all that are applicable:**

**Deafness  
Blindness  
Missing Extremities  
Partial/Total Paralysis  
Convulsive Disorder  
Mental Retardation  
Mental Illness  
Distortion of Limb/Spine**

**\* The Equal Employment Opportunity Commission targets these disabilities for extra recruitment efforts.**

## **PAPERWORK REDUCTION ACT AND PUBLIC BURDEN STATEMENTS**

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number.

The estimated burden of completing this form is 3 minutes per response, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to the U.S. Department of the Interior, Director, Office of Civil Rights, 1849 C Street, NW, MS-5230, MIB, Washington, DC 20240.

## **PRIVACY ACT STATEMENT**

**GENERAL:** This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY:** Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

**PURPOSE AND ROUTINE USES:** The form will only be seen by DOI Personnel and Equal Employment Opportunity officials. Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all portions of the country, in conformance with the requirements of Federal law. Only summary data is reported, and only in a format which can not be broken out by individual applicants. No individual data is ever provided to selecting officials.

**EFFECTS OF NONDISCLOSURE:** Providing this information is voluntary. No individual personnel selections are made based on this information.

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